

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR04022954**

DATE POSTED: 03/02/22

POSITION NO: 244850

CLOSING DATE: **03/15/2022 by 5pm**

POSITION TITLE: **Office Assistant**

DEPARTMENT NAME / WORKSITE: DNR/Resource Enforcement/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ56A

WORK HOURS: 8 am - 5 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 23,155.92 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 11.09 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Assists in preparing administrative documents including personnel and financial documents. Logs incoming/outgoing mail, greets visitors and clients, releases copies of incident reports. Maintains office and operating supplies for Department. Runs errands to other Departments and obtains signatures for documents. Prepares time sheet for Department. Assists in communicating with the District supervisors and administration in obtaining necessary documents. Assists in preparing correspondences, verifies necessary signatures have been obtained. Assists in maintaining electronic and manual filing systems for the Department. Assists in scheduling and coordinating Department activities. Answers phones and routes routing calls to appropriate entity. Provides information to the general public and other Departments/organizations. Copies and organizes reports for presentations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED and one (1) year of general office related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid Driver's License. Obtain a valid Navajo Nation Vehicle Operator's Permit within 90 days of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to communicate in the Navajo Language. Must be proficient in using computer applications such as, Microsoft Word, Sharepoint, etc. Must be a self starter and be able to work under pressure. Able to meet deadlines. Employee maybe required to work outside of the normal business hours from time to time. Ability to keep confidential documents protected.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.